

DBHDS DOJ Additional Case Management Data Elements Guidance Document

I. General Information

Progress or success with each measure should be determined by the individual, the authorized representative if the individual cannot determine this and the case manager during the quarterly case management ISP (individualized services plan, individual support plan, or plan of care) review. Progress or success should be reported quarterly only for individuals receiving developmental services under the DOJ Settlement Agreement. Outcomes are expected that address all five measures, but in rare circumstances some individuals may not have a health and well being, community inclusion, or choice and self-determination outcome included in their person centered plan. If that is the case, the response to the measure should be “not collected” and the absence should be explained in the Quarterly Review. Outcomes should reflect what is needed to achieve the individual’s definition of a good life. The first three measures attempt to capture movement on the individual support plan in relation to three very important areas: health and well being, community inclusion, and choice and self-determination. The last two measures are different in that they primarily capture the stability of living arrangements and day activities and secondarily capture individual choice. The optimum outcomes for any individuals receiving services would be that they are in living arrangements and day activities that meet their needs and are of their choosing. CSBs are responsible for choosing how and where these measures will appear in their electronic health records.

It is important to understand that responses for these measures reflect the case manager’s overall impression on progress or success. Case managers should not agonize over precise distinctions between Measure Met or Measure Partially Met or between Measure Partially Met and Measure Not Met. The italicized text after the responses for the measures is meant to provide some helpful guidance, but “most,” “some,” and “very few” are not precise terms and are not intended to be. It is expected that not all measures will always be met, rather the expectation is that there will be efforts to meet them and progress over time.

II. DOJ Target Population

These measures are required to be reported for all individuals receiving ID or DD waiver services or on the ID or DD waiver wait list and receiving EDCD or Assisted Technology Waiver services.

III. Measures

- **Health and Well Being:** Identifies the extent to which desired physical, mental, or behavioral health outcomes in the individual’s ISP have been achieved as determined by the individual, the authorized representative if the individual cannot determine this, and the case manager during the quarterly case management ISP review; collected and reported quarterly only for individuals receiving developmental services under the DOJ Settlement Agreement.

Areas affecting health and well being include long term, intensive or acute physical health conditions and long term or acute psychiatric or behavioral disorders or issues.

Examples include events and conditions that require support for the individual such as medical or psychiatric hospitalization, psychiatric or behavioral symptom management, broken bones or other physical injuries, self injurious behavior, onset of diabetes or other chronic diseases, dementia, other medical conditions such as obesity or high blood pressure, or being the victim of abuse, neglect, or exploitation. These areas and needed supports must be noted in the individual's person-centered ISP.

Choose only one of these responses:

- Measure Met – *Most outcomes were achieved*
 - Measure Partially Met – *Some outcomes were achieved*
 - Measure Not Met – *Very few outcomes were achieved*
 - Not Applicable – *Use for all other individuals receiving services who are not in the DOJ target population*
 - Unknown – *Asked but not answered*
 - Not Collected – *Not asked*
- **Community Inclusion:** Identifies the extent to which desired community inclusion outcomes in the individual's ISP have been achieved as determined by the individual, the authorized representative if the individual cannot determine this, and the case manager during the quarterly case management ISP review; collected and reported quarterly only for individuals receiving developmental services under the DOJ Settlement Agreement.

Examples include participation and involvement with friends, family, and other people in the community and participating in personally meaningful activities of his or her choosing outside of the individual's place of residence. Participation means developing meaningful relationships with other people who are not paid to support the individual, such as having a buddy at the YMCA, attending music festivals, hanging out at a coffee shop, attending a class, or choosing with whom to spend time in the community.

Choose only one of these responses:

- Measure Met – *Most outcomes were achieved*
 - Measure Partially Met – *Some outcomes were achieved*
 - Measure Not Met – *Very few outcomes were achieved*
 - Not Applicable – *Use for all other individuals receiving services who are not in the DOJ target population*
 - Unknown – *Asked but not answered*
 - Not Collected – *Not asked*
- **Choice and Self-Determination:** Identifies the extent to which the individual's desired life choices have been implemented as determined by the individual, the authorized representative if the individual cannot determine this, and the case manager during the quarterly case management ISP review; collected and reported quarterly only for individuals receiving developmental services under the DOJ Settlement Agreement.

This measure captures participation and accountability in the individual's own life choices and providing direction in how supports are provided to achieve outcomes. Examples include choices regarding day to day decisions such as what to eat, clothing to wear, living area decoration, place of worship, social and recreational activities to participate in, having a pet, and how to spend one's money and life changing decisions such as where to live, where to work, with whom to spend time, and whether to get married and to whom.

Choose only one of these responses:

- Measure Met – *Most outcomes were achieved*
 - Measure Partially Met – *Some outcomes were achieved*
 - Measure Not Met – *Very few outcomes were achieved*
 - Not Applicable – *Use for all other individuals receiving services who are not in the DOJ target population*
 - Unknown – *Asked but not answered*
 - Not Collected – *Not asked*
- **Living Arrangement Stability:** Identifies the degree to which an individual has maintained his or her chosen living arrangement as determined by the individual, the authorized representative if the individual cannot determine this, and the case manager during the quarterly case management ISP review; collected and reported quarterly only for individuals receiving developmental services under the DOJ Settlement Agreement.

Choose only one of these responses:

- Measure Met – *Maintained his or her chosen living arrangement*
 - Measure Partially Met – *Moved to a different living arrangement of his or her choice*
 - Measure Not Met Maintained Current – *Maintained current living arrangement not of his or her choice*
 - Measure Not Met Different – *Moved to a different living arrangement not of his or her choice*
 - Not Applicable – *Use for all other individuals receiving services who are not in the DOJ target population*
 - Unknown – *Asked but not answered*
 - Not Collected – *Not asked*
- **Day Activity Stability:** Identifies the degree to which the individual has maintained his or her chosen day activities (e.g., full- or part-time integrated employment, integrated supported employment, or other day program) as determined by the individual, the authorized representative the individual cannot determine this, and the case manager during the quarterly case management ISP review; collected and reported quarterly only for individuals receiving services under the DOJ Settlement Agreement.

In addition to the examples listed above, day activities may also include less formalized activities such as camp, volunteering, or attending a class. For children who are in school,

chosen summer activities would suffice for this measure. If the parent wants the child to attend a program but none is available the response would be "Measures Not Met Maintained Current." If the parent wants the child to stay home, the response would be "Measure Met."

Choose only one of these responses:

- Measure Met – *Maintained his or her chosen day activities*
- Measure Partially Met – *Engaged in different day activities of his or her choice*
- Measure Not Met Maintained Current – *Maintained current day activities not of his or her choice*
- Measure Not Met Different – *Engaged in different day activities not of his or her choice*
- Not Applicable – *Use for all other individuals receiving services who are not in the DOJ target population*
- Unknown – *Asked but not answered*
- Not Collected – *Not asked*

IV. Role of Licensing Specialists

The role of the DBHDS licensing specialist is to ensure that each provider is in compliance with the licensing regulations. Many of the regulations specifically address the health and safety, community inclusion, choice and self-determination and stability of the individuals the provider serves. As part of the routine and non-routine reviews and *audits they conduct*, licensing specialists look for documentation that demonstrates compliance in each of these areas. This serves several purposes. First, this demonstrates whether the provider is in compliance with licensing regulations. Second, this information when analyzed across the state will document how the services system is progressing in terms of meeting the needs of the individuals using the principles of Person-Centered Planning. Finally, as licensing reviews are compared to the data collected through the CCS 3, the DBHDS will be in better position to determine how the services system is progressing with implementing the requirements of the DOJ Settlement Agreement and to identify where technical assistance might be needed.

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Revision/Change Log

Date	Purpose/What Changed	By
10/16/13	Draft of original document	Dee Keenan
10/21/13	Major edits result of input from DBHDS staff	Dee Keenan
10/28/13	Major edits to "General Information", minor edits to rest of doc.	Dee Keenan
11/25/13	Addition of Developmental Disabilities language, minor edits	Dee Keenan
12/9/13	Addition of "Role of Licensing Specialists	Dee Keenan
12/11/13	Final Edits	Dee Keenan, Paul Gilding
12/19/13	Removal of last sentence from Target Population	Dee Keenan